



Indiana Department of Homeland Security

Information Bulletin

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To: All District Coordinators
All IDHS Staff
All IDHS Field Services Staff
All Emergency Management Directors

From: Rachel Woodall
Branch Chief, Grants Management

Subject: Performance Period End Dates

Purpose

The purpose of this Information Bulletin is to provide guidance and information regarding the policy for submission and approval of Performance Period End Dates.

Background

In the past, the Indiana Department of Homeland Security (IDHS) has required that sub-recipients of grant funds provide notes/justifications when requesting an extension of the performance period end date. This Information Bulletin updates that requirement.

Additional Guidance

Beginning with the 2011 State Homeland Security Grant (SHSP) the following will apply:

- Performance periods for this grant will not be approved past the date of March 1, 2013.
- A thirty (30) day extension (March 31, 2013) may be approved upon request to the Grants Management Branch Chief.
- Any request for an extension of the performance period past this time will require the requestor to submit their justification and complete and submit a spending plan. The spending plan form to be completed is attached to this Information Bulletin. Your spending plan will be uploaded to the budget/project in question.
- If your extension is approved, you will receive notification of the approval through iGMS.

For the 2011 Emergency Management Performance Grant (EMPG) the following will apply:

- The Performance Period for this grant will not be approved past the date of March 31, 2013.
- A thirty (30) day extension (April 30, 2013) may be approved upon request to the Grants Management Branch Chief.
- Any request for an extension of the performance period past this time will require the requestor to submit their justification and complete and submit a spending plan. The

spending plan form to be completed is attached to this Information Bulletin. Your spending plan will be uploaded to the budget/project in question.

- If your extension is approved, you will receive notification of the approval through iGMS.

For the 2012 State Homeland Security Grant (SHSP) and the Emergency Management Performance Grant (EMPG) the following will apply:

- An initial six (6) months performance period will be approved.
- A thirty (30) day extension may be approved upon request to the Grants Management Branch Chief.
- Any request for an extension of the performance period past this time will require the requestor to submit their justification and complete and submit a spending plan. The spending plan form to be completed is attached to this Information Bulletin. Your spending plan will be uploaded to the budget/project in question.
- If your extension is approved, you will receive notification of the approval through iGMS.

General

If plans are not received at Grants@dhs.in.gov by the assigned deadline, penalties will be assessed. Penalties may include items such as placing a restriction on creating RFEs and/or de-obligation of funds.

Questions

Please direct questions regarding this program to your District Emergency Management Field Coordinator or a member of the IDHS Grants Management staff. Grants Management may be reached by e-mail at grants@dhs.in.gov or by phone at 317-234-5917.